



## JOB DESCRIPTION

Title: **POOL MANAGER P/T**  
Department: Parks/Recreation  
Class Code: 6775  
FLSA Status: Non-Exempt  
Effective Date: December 10, 1991 (Rev 10/00)  
Grade Number: 10

### GENERAL PURPOSE

Under general supervision from the Parks and Recreation Superintendent, provides daily operation, supervision and maintenance of the Murray Park swimming pool and waterslide.

### EXAMPLE OF DUTIES

- Assists the Superintendent in hiring swimming pool personnel.
- \*-- Assists the Superintendent in establishing policies, procedures and safety rules for pool personnel and general public.
- \*-- Supervises approximately thirty-five seasonal pool workers, including lifeguards, cashiers and maintenance workers.
- \*-- Responsible for scheduling of all workers, maintaining time sheets and records, and performing performance evaluations on all employees at the swimming pool/waterslide.
- \*-- Responsible for collecting, counting and itemizing swimming pool receipts, including monies for swimming, lessons and locker collections.
- \*-- Responsible for scheduling swimming lessons and special group attendance at the pool/waterslide.
- \*-- Responsible for ordering chemicals and daily maintenance of the pool/waterslide.
- Provides support at the ice rink during winter months. This includes, snow removal, cleaning, mopping and general maintenance duties on weekends and holidays.
- Performs related duties as required by the Superintendent, including painting and other general maintenance duties in the park during the off season.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- High School diploma and a minimum of three (3) years experience in aquatics and one (1) year of experience supervising other employees.

### Special Requirements

- Must be bondable.
- Salt Lake County certification in using, handling and storing gas chlorine.
- Must be a certified pool/spa operator.
- Subject to work odd hours (early mornings and/or late nights).

### Necessary Knowledge, Skills and Abilities

- Working knowledge of swimming pool filters. Expertise in plumbing and electrical maintenance.
- Knowledge and use of chemicals for swimming pool and water chemistry.
- Must possess a basic knowledge of accounting and mathematics.
- Ability to fix and maintain lockers.
- Continuous contact with the public with good public relation skills.
- Ability to perform under pressure.
- Ability to perform concentrated mental activity.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; pager; automobile; swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc.; Zamboni.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is regularly exposed to wet and/or humid conditions, toxic or caustic chemicals
- The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.